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Data Collection Inquiry

Section 7.4 - Equipment Tab

Section 7.4 FUNCTIONS MENU Data Collection Inquiry Equipment Tab

Issue Date: March 26, 2001

Revised: October 15, 2001

Purpose	This section provides the procedures for Timekeepers and Employees to inquire on time and/or mileage entered for equipment used by using the Equipment tab window.
Tab	Equipment
Reminders	1. The Equipment tab is accessed through the Functions, Data Collection Inquiry items on the menu bar.

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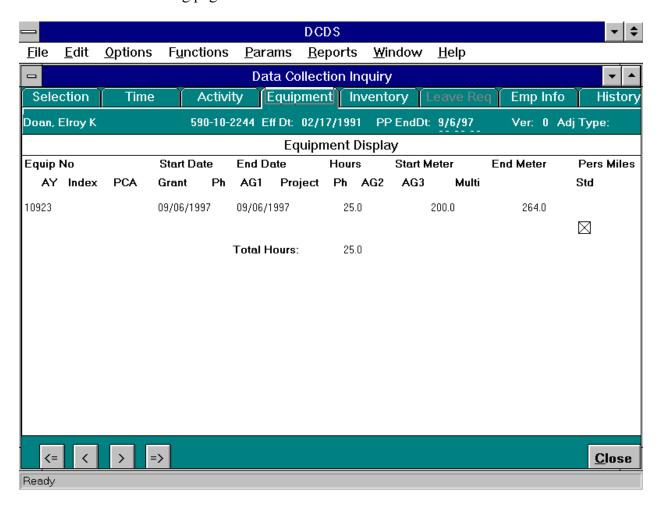
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Data Collection Inquiry

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Equipment Tab

The following window is displayed when the Equipment tab is selected. The fields displayed are described on the following page.



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Equipment Tab

The following information is displayed:

Field Name	Description
Equip No	The equipment number reported on the Equipment Usage Entry window.
Start Date	The beginning date for usage entered on the equipment usage entry window.
End date	The end date for usage entered on the equipment usage entry window.
Hours	The number of hours reported for each equipment number.
Start Meter	The meter reading at the start date for which usage is reported.
End Meter	The meter reading at the end date for which usage is reported.
Pers Miles	The number of personal miles reported for each equipment number.
Coding Block Elements	The coding block reported for each equipment number.
	Note: If the standard coding block is being used, a ✓ will display in the Std field and the coding block element fields will be blank.
Std	Displays a ✓ if the standard coding block was used.
Total	The daily total of hours reported for each piece of equipment used.